



Briefing and Presentation Techniques

*A 1 or 2-Day Hands on TMS Experience
Delivered in Live or Live Virtual Classrooms!*

Course Description:

Visibility is a key to success in government today. Give yourself and your organization, a leading edge. This workshop shows you how to plan, organize, and present your ideas powerfully and confidently when briefing high-level individuals and decision-makers. Gain impact skills to make your next presentation really showcase your strengths. This workshop firmly focuses on practical, specific how-to techniques for making high-performance presentations.

Learning Objectives & Topics Covered in this Workshop:

- Define your goal & message by analyzing the needs and expectations of your audience
- Organize and format information to direct the audience's attention to your objectives and strengths
- Develop powerful presentations that gain an audience's attention and influence their viewpoints
- Deliver a message confidently using information, persuasion, humor, and analogies
- Answer the tough questions capably and confidently

Audience:

This workshop is designed for all government personnel.

Toolkits:

Receive a Student Handbook and Online Toolkit, containing tools such as checklist, tips, techniques, and numerous other tools to help you use your new skills immediately.

Additional Information

CPE Credits: 8.0 – 16.0

CEU Credits: 0.8 – 1.6

Suggested Program

Prerequisites: None

Advanced Preparation:

None

NASBA Program Level:

Basic

NASBA Field of Study:

Communication and

Marketing

Delivery Method: Group Live

– Live Virtual Classroom

